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## School District, SAU #37

### Job Description

<b>Position Title:</b>	Extended Learning Opportunities Coordinator	<b>Exempt:</b>	No
<b>Salary Grade/Range:</b>	Hourly rate as determined by the grant	<b>Non-Exempt:</b>	Yes
<b>Reports To:</b>	Principal	<b>Salaried:</b>	No
<b>Date Last Revised:</b>	11/2011	<b>Hourly:</b>	Yes
<b>Approved By:</b>	Michael Tursi, Assistant Superintendent	<b>Work-Year:</b>	200 days
<b>Incumbent:</b>		<b>Unit Affiliation:</b>	None

#### **Minimum Qualifications and Requirements:**

- BA/BS in education, business or a related field;
- Experience managing extended learning opportunities, school-to-work programs, cooperative education, alternative education and/or student internship programs required;
- Experience working with students at the high school level;
- Excellent communication skills and ability to work effectively with internal and external departments and organizations;
- Experience designing, implementing and managing innovative programs;
- Excellent organizational and management skills;
- A desire to provide extended learning time in a defined structure for students that results in improved academic performance and high school graduation;
- Strong computer skills;
- Ability to work as part of a team as well as independently.

#### **Specific Core Function:**

Coordinate all aspects of the Extended Learning Opportunities program for assigned high school.

#### **Responsibilities of the Position:**

- Coordinate credit bearing extended learning opportunities and non-credit bearing enrichment activities for high school students;
- Develop community partnerships with a variety of local businesses, agencies, and organizations as ELO mentor sites;
- Facilitate the recruitment and retention of highly qualified teachers to work in the program;
- Ensure that ELOs are available to all students and used appropriately as a rigorous learning experience;
- Follow all District policies and procedures to ensure the safety of students involved in the program;
- Attend and participate in all NH Department of Education ELO partner meetings, workshops and trainings;
- Promote and publicize the ELO program at the high school and in the community;
- Work directly with the Educational Opportunities Coordinator, school principal and school staff;
- Collect program data and file all necessary reports as directed and required;
- Recruit students and arrange for their placement in the program;
- Coordinate the selection of learning competencies for students with HQT instructors for each individual learning experience;
- Conduct regular visits to the ELO host sites to explain the concept and expectations for the ELO program and competency attainment;
- Implement a method of final assessment of ELO;



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associated with schedules, ELO evaluation/assessment and

**Special Qualifications:**

- None

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

**Specified Length/Hours of Position:**

- This is a part-time, grant-funded, non-affiliated position. Required to work 200 days, 4 hours/day.

**Evaluation:**

- Evaluation of this position shall be by the school principal.

My signature below indicates that I have read and understand the contents of this Job Description.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**